

CHECKLIST FOR UNCLAIMED PROPERTY
Property Type Codes/Dormancy Periods
(Dormancy periods, in years, are in parentheses.)

ACCOUNT BALANCES DUE

- Code (All 5 years dormancy)
 ___ ACO1. Checking accounts
 ___ ACO2. Savings accounts
 ___ ACO3. Matured certificates of deposit or savings certificates
 ___ ACO4. Christmas Club accounts
 ___ ACO5. Money deposited to secure funds
 ___ ACO6. Security deposits
 ___ ACO7. Unidentified deposits
 ___ ACO8. Suspense accounts

TRUST, INVESTMENTS AND ESCROW ACCOUNTS

(All 5 years dormancy)

- ___ TR01. Paying agent accounts
 ___ TR02. Undelivered dividends or uncashed dividends
 ___ TR03. Funds held in fiduciary capacity
 ___ TR04. Escrow accounts
 ___ TR05. Trust vouchers

SAFE DEPOSIT BOXES AND SAFEKEEPING

(All 5 years dormancy)

- ___ SD01. Contents of safe deposit boxes
 ___ SD02. Contents of any safekeeping repository
 ___ SD03. Other tangible property
 ___ SD04. Unclaimed loan collateral

INSURANCE*

(Dormancy periods in parentheses)

- ___ IN01. Individual policy benefits or claim payments (5)
 ___ IN02. Group policy benefits or claim payments (5)
 ___ IN03. Proceeds due beneficiaries (5)
 ___ IN04. Proceeds from matured policies, endowments or annuities (5)
 ___ IN05. Premium refunds (5)
 ___ IN06. Unidentified remittances (5)
 ___ IN07. Other amounts due under policy terms (5)
 ___ IN08. Agent credit balances (5)

CHECKS AND INTANGIBLE PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS

- Code (Dormancy periods in parentheses)
 ___ MS01. Wages, payroll or salary (1)
 ___ MS02. Commissions (1)
 ___ MS03. Worker's comp benefits (5)
 ___ MS04. Payment for goods & svcs (5)
 ___ MS05. Customer overpayments (5)
 ___ MS06. Unidentified remittances (5)
 ___ MS07. Unrefunded overcharges (5)
 ___ MS08. Accounts payable (5)
 ___ MS09. Credit bal/accts receivable (5)
 ___ MS10. Discounts due (5)
 ___ MS11. Refunds due (5) ****
 ___ MS12. Unredeemed gift certificates (5)
 ___ MS13. Unclaimed loan collateral (5)
 ___ MS14. Sums payable from pension/profit sharing (IRA, KEOGH, e.g.)(3)
 ___ MS15. Property distributable involuntary dissolution/liquidation**
 ___ MS16. Other misc. outstanding cks. (5)
 ___ MS17. Other misc. intangible personal property (5)
 ___ MS18. Suspense liabilities (5)

UNCASHED CHECKS

(Dormancy periods in parentheses)

- ___ CK01. Cashier's checks (5)
 ___ CK02. Certified checks (5)
 ___ CK03. Registered checks(5)
 ___ CK04. Treasurer's checks(5)
 ___ CK05. Drafts (5)
 ___ CK06. Warrants (1)
 ___ CK07. Bank money orders (7)
 ___ CK08. Traveler's checks (15)
 ___ CK09. Foreign exchange checks (5)
 ___ CK10. Expense checks (5)
 ___ CK11. Pension checks (5)
 ___ CK12. Credit checks or memos (5)
 ___ CK13. Vendor checks (5)
 ___ CK14. Any checks written off to income or surplus (5)
 ___ CK15. Any other outstanding official checks or exchange items (5)
 ___ CK16. CD interest checks (5)
 ___ CK17. Commercial money orders (5)

UTILITIES

(Dormancy periods in parentheses)

- ___ UT01. Utility deposits (1)
 ___ UT02. Membership fees (5)
 ___ UT03. Refunds or rebates (5)
 ___ UT04. Capital credit distributions (5)

COURT DEPOSITS

Code (All 1 year dormancy)***

- ___ CT01. Escrow funds
 ___ CT02. Condemnation awards
 ___ CT03. Missing heirs' funds
 ___ CT04. Suspense accounts
 ___ CT05. Other types of deposits made with a court or public authority
 ___ CT09. Bail bonds

PROCEEDS FROM MINERAL INTERESTS

(All 5 years dormancy)

- ___ MI01. Not revenue interests
 ___ MI02. Royalties
 ___ MI03. Overriding royalties
 ___ MI04. Production payments
 ___ MI05. Working interests
 ___ MI06. Bonuses
 ___ MI07. Delay rentals
 ___ MI08. Shut-in royalties
 ___ MI09. Minimum royalties

SECURITIES

(All 5 years dormancy)

- ___ SC01. Dividends
 ___ SC02. Interest payable on registered bonds
 ___ SC04. Equity payments
 ___ SC06. Funds paid toward the purchase of shares, or interest in a financial or business entity
 ___ SC07. Bearer bond interest and matured principal
 ___ SC08. Shares of stock (returned by post office)
 ___ SC09. Cash for fractional shares
 ___ SC10. Unexchanged stock of successor corporation
 ___ SC11. Other certificates of ownership
 ___ SC12. Underlying shares or outstanding certificates of ownership
 ___ SC13. Funds for liquidation/redemption of unsurrendered stocks/bonds
 ___ SC14. Debentures
 ___ SC15. U.S. Government Securities
 ___ SC16. Mutual funds
 ___ SC17. Warrants
 ___ SC18. Matured principal on registered bonds
 ___ SC19. Dividend reinvestment plans
 ___ SC20. Credit balances

* Life insurance or endowment policy or annuity contract not matured by actual proof of death and the insured would have attained the limiting age under the mortality table on which the reserve is based -- Two (2) years.

** Intangible property held in business association dissolution -- date of final distribution.

*** Property held by courts and public agencies -- One (1) year.

**** Court or administrative agency ordered refunds held by a business association is one (1) year unless ordered otherwise.